

# TOWN OF HILLSBOROUGH

## SAN MATEO COUNTY

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California 94010

## General Plan Annual Progress Report 2016

### **Introduction:**

Government Code Section 65400 requires that all cities and counties do the following:

- Investigate and make recommendations to the legislative body regarding reasonable and practical means for implementing the general plan; and
- Submit to their legislative bodies an annual report on the status of the General Plan and progress in its implementation. A copy of the Progress Report must also be sent to the Governor's Office of Planning and Research (OPR) and the Department of Housing and Community Development (HCD). The report shall include the status of the plan and progress in its implementation and the progress in meeting its share of regional housing needs, and local efforts to remove governmental constraints to the maintenance, improvement and development of housing.

OPR indicates that the main purpose and most important function of the Progress Report is to provide local legislative bodies with information regarding implementation of the General Plan. The Progress Report should provide a clear correlation between land-use decisions that have been made during the year and goals, policies and implementation programs of the adopted General Plan. Providing a copy of the report to HCD fulfills a statutory requirement to report certain housing information, including the local agency's progress in meeting its share of regional housing needs and local efforts to remove governmental constraints to the development of housing (as defined in Government Code Sections 65584 and 65583).

Hillsborough is somewhat unique in that there is only one zoning district in the Town and one predominant land use, single-family residences. Therefore, there are not significant decisions related to land uses being made in Hillsborough, as there are in other jurisdictions in the State of California.

### **Agency Planning Activities:**

- ✓ Continued survey of second units regarding use, rent range and number of bedrooms.
- ✓ Participated in "21 Elements" Sub-regional Housing Element efforts.
- ✓ 270 Design Review applications were processed.
- ✓ 15 net new housing units, 8 of which were second units, were permitted.
- ✓ The Town participated in the San Mateo County "Home for All Initiative."

### **General Plan Amendments Initiated by the Public:**

None.

**Subdivisions:**

One subdivision proposal underwent “Conceptual Review” by the City Council.

**Housing Information:**

On June 13, 2014 the City Council adopted the 2014-2022 Housing Element. Additionally, on October 22, 2014 the California Department of Housing and Community Development certified the Town's Housing Element. The Certified 2014-2022 Housing Element identifies a need for 91 new units including 49 lower income, 21 moderate income and 21 higher income homes/sites. The 2014-2022 Housing Element demonstrates a possible total of 159 newly constructed units, more than enough to meet the overall projected housing need of 91 units within the necessary income levels for the planning period. In 2016 permits for 15 net new units were issued, 8 of which were for second units under the following income categories as prescribed the HCD:

2014					2015	2016	Total Units since 2014	Total Remaining RHNA by Income Level Since 2014			
Income Level			RHNA Allocation by Income Level 2014-2022	Year 1	Year 2	Year 2					
	Very Low		Deed Restricted	32			5				
			Non-deed restricted		10	12			5	27	
	Low		Deed Restricted	17			8				
			Non-deed restricted		3	4			2	9	
	Moderate		Deed Restricted	21				17			
			Non-deed restricted		0	3	1			4	
Above Moderate				21	5	3	7	15	6		
	Total RHNA by COG. Enter allocation number:			91	18	22	15	55			
	Total Units ▶▶▶									36	
	Remaining Need for RHNA Period ▶▶▶▶▶										

Note: units serving extremely low-income households are included in the very low-income permitted units totals; affordability levels use percentages in 2014 Housing Element and are rounded; figures reference net new units rather than new units.

Additionally, following is a summary of the Town's progress with regard to the goals, policies and programs of the 2014-2022 Housing Element.

**Goal 1 Increased housing opportunities in Hillsborough and surrounding communities.**

***Policy 1-A Actively participate in meeting the housing needs of the community.***

**Program 1-A1 Appoint one Councilmember to work on subregional housing efforts.**

*The City Council appointed Mayor Laurence May to represent the Town and provide continuing participation in subregional efforts.*

*Responsibility: City Council*

*Time Frame: Ongoing*

*Quantified Objective: Not Applicable (NA)*

**Program 1-A2 Work with nearby communities to explore subregional housing needs and solutions.**

*Hillsborough is a member of both 21 Elements and the San Mateo County "Closing the Jobs/Housing Gap Task Force" working towards development of innovative ideas for increasing affordable housing opportunities.*

*Responsibility: City Council and Staff*

*Time Frame: Ongoing*

*Quantified Objective: Not Applicable (NA)*

**Program 1-A3 Work with local institutions under Chapter 17.16 of the Zoning Code to consider developing employee housing on existing institutional lands in Hillsborough.**

*The Burlingame Country Club (located in Hillsborough) and the town's two private schools provide a total of three housing units for employees. The Zoning Code was amended in 2003 to permit "multifamily rental housing on the school site for use and occupancy by faculty and other employees of the school" (§17.16.030(E)) and "on the country club site for use and occupancy by employees of the country club" (See §17.16.010(A)(2)). Additionally, one of the private schools has received approval for six on-site employee housing units.*

*Responsibility: City Council and Staff*

*Time Frame: Ongoing*

*Quantified Objective: 15 units, as follows: six very-low income units; six low income units; three moderate income unit.*

**Program 1-A4 Work with local and nearby districts (including but not limited to the San Mateo County Community College District) to promote and support the development of affordable housing for faculty, staff, and others on existing institutional lands.**

*This program does not require any change to Hillsborough codes, as the lands are likely to be outside of the Town limits and/or not subject to local zoning. The neighboring community college district has recently approved additional on-site employee housing.*

Responsibility: City Council  
Time Frame: Ongoing  
Quantified Objective: NA

**Program 1-A5 Evaluate and report annually to the City Council on progress in developing cooperative solutions to regional housing problems.**

*Hillsborough continues to be actively involved in subregional housing planning efforts. A City Councilmember represents the Town on the San Mateo County City/County Association of Governments (C/CAG), the countywide subregional body which oversees the Housing Element Regional Housing Needs Allocation (RHNA) through a Policy Advisory Committee (PAC). Additionally, a member of the Town planning staff serves on the organization's Technical Advisory Committee (TAC). The Town also participated fully in the San Mateo County "Home for All Initiative".*

Responsibility: Staff  
Time Frame: Annual  
Quantified Objective: NA

**Program 1-A6 Continue Town contributions to San Mateo County homeless and transitional housing programs. Enhance regional and subregional housing efforts by exploring partnerships through existing programs.**

*The Town's Police Department records show little to no homelessness in Hillsborough as of 2016. Additionally, the 2016 San Mateo County Homeless Census and Survey indicate no homeless population in Hillsborough. The Town committed long ago to work jointly with other San Mateo County cities toward alleviating the problem of homelessness in the county. Hillsborough was one of the first cities to contribute to a trust fund established in the 1990s to financially support homeless shelters and transitional housing. In the fiscal year 2016–2017, the Town is projected to contribute approximately \$12,000.00 to shelters, transitional housing or low income housing (Finance Department records), including the new San Mateo County Homeless Outreach Team (HOT) program. The Town's policy is to continue to work to address the problem on a subregional basis with other cities and through nonprofit organizations as the most effective way to meet the special housing needs of those who are homeless and at-risk of becoming homeless.*

*Note: Emergency shelters and transitional housing for the homeless are covered under Goal 3, "A continuum of housing opportunities for members of the Hillsborough community in all stages of life." Program 3-A2 covers supportive and transitional housing; Program 3-A5 covers emergency shelters.*

Responsibility: City Council and Staff  
Time Frame: Ongoing  
Quantified Objective: \$7,000 annual funding

**Policy 1-B Facilitate the private development of housing in Hillsborough.**

**Program 1-B1 Process design review applications and building permits promptly.**

*The prompt processing (within an average of two weeks for permits and design review of complete applications) of applications has resulted in average construction rates for single family residences and above average rates for second units, consistent with projected demand for housing in Hillsborough. The Town continues to assist in the housing development process. During the calendar year 2016, the Town permitted 15 net new housing units, 8 of which were second units.*

*Responsibility: Building and Planning Department*

*Time Frame: Ongoing*

*Quantified Objective: 21 above-moderate income units*

**Policy 1-C Continue to improve the land use entitlement process.**

**Program 1-C1** Maintain a list of certified mediators who specialize in land issues.

*Since Hillsborough is a primarily built-out community, the land use approval process has the potential to be adversarial based on potential neighborhood compatibility issues or different neighbor preferences. The Town has developed a list of certified mediators and has a conflict resolution service on contract. Additionally, Staff continues training in facilitating conflict between neighbors.*

*Responsibility: Building and Planning Department*

*Time Frame: Develop list in 2014-2015, then ongoing*

*Quantified Objective: N/A*

**Program 1-C2** Partner with Peninsula Conflict Resolution Center (PCRC)

*PCRC currently offers on going and as needed services to multiple jurisdictions in the area. Services range from one time help resolving a conflict to ongoing assistance and mediation. The Town executed a contract with PCRC effective during the 2016 year.*

*Responsibility: Building and Planning Department*

*Time Frame: Trial in 2014-2015, potentially ongoing*

*Quantified Objective: N/a*

**Program 1-C3** Identify opportunities to use technology to streamline and inform the public.

*New technology has the potential to improve customer service. Staff is surveying a number of vendors for purposes of potentially implementing on-line application services. Additionally, the Town is undergoing a Technology Study which is projected to enhance opportunities for the distribution of public information, public access and public transparency. In 2016, 21 Elements is anticipating hosting sub-regional efforts on technological enhancements for streamlining housing production.*

*Responsibility: Building and Planning Department*

*Time Frame: 2015/2016*

*Quantified Objective: N/a*

**Policy 1-D Use vacant land on the periphery of Hillsborough to increase housing opportunities.**

**Program 1-D1** Consider annexations of land adjacent to Hillsborough that permit housing opportunities.

*While several annexation proposals have come forward, they have not been good candidates as they are either within an already incorporated jurisdiction or the proposed annexation does not include logical jurisdictional boundary line changes.*

*Responsibility: Building and Planning Department, City Council*

*Time Frame: 2014-2022*

*Quantified Objective: 20 units as follows: 12 Above-Moderate units, 1 moderate income second unit, 2 second units affordable to low income households, 1 affordable to very-low income households, and 4 affordable to extremely low income households.*

**Goal 2 Housing consistent with the character of the community.**

***Policy 2-A Allow subdivision of existing vacant lots larger than one acre.***

**Program 2-A1 Continue to permit subdivision of vacant parcels that are large enough to accommodate two or more half-acre lots, but which cannot meet street frontage or lot width requirements.**

*The Town received several inquiries regarding subdivisions and conducted one Conceptual Review in 2016.*

*Responsibility: Building and Planning Department, City Council*

*Time Frame: Ongoing*

*Quantified Objective: 10 units as follows: 6 above-moderate income units; 1 second unit affordable to low income households, and 3 second units affordable to extremely-low income households.*

***Policy 2-B Promote more housing options while preserving the character of Hillsborough.***

**Program 2-B1 Continue to use the density bonus, as provided by Chapter 17.60 of the Hillsborough Municipal Code, to encourage affordable or senior housing or both, as well as affordable housing for families of five or more persons.**

*The Town's density bonus ordinance provides incentives for affordable and senior housing to be added to small developments. Section 17.60.20 of the Hillsborough Municipal Code includes criteria by which the Council will evaluate such proposals from developers. The legislature changed the density bonus statute extensively in 2005, and the Town's ordinance was updated to conform with State law. No density bonus proposals were received in 2016.*

*Responsibility: City Council*

*Time Frame: Ongoing*

*Quantified Objective: Unknown*

**Goal 3 A continuum of housing opportunities for the members of the Hillsborough community in all stages of life with or without disabilities.**

**Policy 3-A Support seniors and other special needs populations**

**Program 3-A1 As required by State law, continue to allow board and care facilities for six or fewer residents.**

*The intent of this program is to provide board and care opportunities for qualifying individuals, some of whom may be longtime Hillsborough residents who can no longer remain in their homes and who wish to continue living in Hillsborough. Hillsborough has had several board and care facilities over the years.*

*Responsibility: Building and Planning Department, City Council*

*Time Frame: Ongoing*

*Quantified Objective: 1 house serving 6 seniors, disabled, and other qualifying residents, as follows: 4 above moderate, 1 moderate income, and 1 low income.*

**Program 3-A2 Continue to ensure that the transitional and supportive housing is allowed as specified in State law.**

*Section 17.16.010(d)(3) of the Hillsborough Zoning Code specifically allows any use which may not be prohibited by State or federal law and which is otherwise not provided for. Supportive and transitional housing are examples of such uses. Additionally, the Town updated their Municipal Code in 2010 to more specifically allow these types of housing.*

*Responsibility: City Council*

*Time Frame: Ongoing*

*Quantified Objective: NA*

**Program 3-A3 Inform local developers of opportunities to provide transitional and supportive housing.**

*The Town maintains a housing program website identifying transitional and supportive housing opportunities.*

*Responsibility: Building and Planning Department*

*Time Frame: Ongoing*

*Quantified Objective: NA*

**Program 3-A4 Continue to allow an emergency shelter at the Town's Civic Center within the former fire station as a permitted use, subject to standards, as required by State law.**

*State law enacted in 2007 requires that the Housing Element include a program to amend the Zoning Code within one year and to identify a specific zoning district where emergency shelters will be allowed without a conditional use permit or other discretionary permit and without environmental review.*

*Section 17.16.010(3) of the Zoning Code designates the Town's former fire station for Hillsborough's emergency shelter needs (for up to three homeless individuals at a time) in a year-round shelter. The zoning code was updated in 2010 and now ensures that operation of the emergency shelter will be subject to the same development and management standards that apply to other developments in the RD zone.*

*Responsibility: City Council*

*Time Frame: Ongoing*

*Quantified Objective: NA*

**Program 3-A5 Develop a plan to better meet the needs of seniors.**

*The number of seniors in Hillsborough will increase over the next decade and a half, as the large baby boomer generation ages. The vast majority of seniors want to “age in place,” or remain in their current home or in their community as long as possible. This program is expected to be accomplished sub-regionally through the 21 Elements efforts.*

Responsibility: City Council and Staff

Time Frame: 2017

Quantified Objective: NA

**Policy 3-B Continue to permit the renting of rooms in Hillsborough homes to provide additional housing opportunities for single people.**

**Program 3-B1 Continue to allow the renting of individual rooms in Hillsborough houses.**

*The Town does not require a business license for the renting of rooms, and has expanded its outreach efforts to the school community and Town Hall Staff for existing shared housing organizations within the county, so that the community and the support organizations know that the renting of rooms is allowed. Additionally, the Town's website provides information on home sharing opportunities and programs.*

Responsibility: City Council/Staff

Time Frame: Ongoing

Quantified Objective: NA

**Program 3-B2 Continue to support and promote the shared housing concept.**

*In addition to partnering with HIP for shared housing, the Town has been working with HIP to promote second units. The Town has developed a Housing website which includes a link to HIP and other affordable housing organizations and opportunities.*

Responsibility: City Council

Time Frame: Ongoing

Quantified Objective: 5 units housing the very-low income

**Policy 3-C Encourage both attached and detached second units where currently permitted.**

**Program 3-C1 Continue to waive planning and building permit fees for second units.**

Responsibility: Building and Planning Department

Time Frame: Ongoing

Quantified Objective: NA (See objective for Program 3-C1)

**Program 3-C2 Continue to promote and inform the public about the provisions of Chapter 17.52 of the Zoning Code which allow “second units” to be (1) created within existing homes; (2) created by converting existing detached accessory buildings (freestanding cabanas or pool houses); (3) developed as new detached**

**accessory buildings to existing homes; or (4) developed as part of newly constructed single-family residences—either as detached units or incorporated within the main house.**

*The Town has promoted the benefits of both attached and detached second units via the web site, in the field and at the counter, explaining the streamlined processes, parking flexibility and fee waivers for second units as well as the opportunities for service/rent exchanges, generational family living and mortgage assistance.*

*In order to encourage the construction of second units to meet the needs of larger family households, the Town is promoting the construction of second units with multiple bedrooms and provides additional flexibility in parking requirements for second units with multiple bedrooms. Planning and building permit fees for all second units continue to be waived.*

*Additionally, the Town adopted an Ordinance in 2016 prohibiting the short-term rental of second units, in order to preserve their affordability opportunities.*

*14 second units were approved, and 8 permitted in 2016. Approvals have averaged 15 units per year for the years between 2003 and 2016.*

*Responsibility: Building and Planning Department*

*Time Frame: Ongoing*

*Quantified Objective: 92 equally spread between extremely low income, very low income, low income and moderate income.*

**Program 3-C3 Continue to approve second units through an administrative process and ascertain intent for use of the second unit and level of affordability.**

*From 2003 to 2008, local code required second units over 500 square feet to be approved by the Architectural Design Review Board. In September 2008, the Town amended Chapter 17.52 of the Zoning Code to allow second units up to the maximum of 1,200 square feet to be approved administratively. In 2010, to obtain basic information about the uses of second units in the community in general, staff developed a one-page questionnaire to ascertain the owner's initial intent for use of the unit (e.g., intergenerational family, housing for domestic workers, rental income, guest quarters, etc.) and initial rent level. The results show that approximately 30% of Hillsborough's second units approved in 2016 are two and three bedroom units and that approximately 90% of the units rented accommodated lower income households. The rate of return for the survey was approximately 43%.*

*Responsibility: Building and Planning Department*

*Time Frame: Ongoing*

*Quantified Objective: (See objective for Program 3-C1, above)*

**Program 3-C4 Continue implementing the provisions in §17.52.040 to convert existing, appropriate residential space to second units when upgraded to code.**

*During the 2016 year, the Town has continued marketing the conversion program through its web site, in the field and at the counter.*

*Responsibility: Building and Planning Department, City Council*

*Time Frame: Ongoing*

*Quantified Objective: 4 second units as follows: 1 moderate income units, 1 very-low income units, 1 low income units, and 1 extremely-low income units.*

### **3C-5 Implement additional measures to encourage second units.**

*Hillsborough continues to be very successful in encouraging second units, and in 2016 adopted an Ordinance pursuant to Assembly Bill 2299 and Senate Bill 1069 further streamlining the process.*

*Responsibility: City Council, then Building and Planning*

*Time Frame: 2015/2016*

*Quantified Objective: N/A*

### **3-C-6 Allow rental of second units**

*The Town has enhanced opportunities for the rental of second units by partnering with the Human Investment Project (HIP) for rental promotion and matching. Additionally, the Town adopted regulations prohibiting the short-term rental of second units to preserve affordability opportunities.*

## **Goal 4 Equal housing opportunities for all.**

**Policy 4-A** Eliminate discrimination in housing based on age, race, color, religion, sex, marital status, national origin, ancestry, or occupation.

**Program 4-A1 Continue to designate the City Attorney as the appropriate City official to receive and forward housing discrimination complaints for investigation and action.**

*Hillsborough supports fair access to housing for all persons without regard to race, color, religion, sex, marital status, national origin, or ancestry. Project Sentinel, whose services are funded by cities and counties, serves Hillsborough in helping people resolve housing problems. The nonprofit agency assists home seekers and housing providers through counseling, complaint investigation, mediation, conciliation and education.*

*Responsibility: City Attorney, City Council*

*Time Frame: Ongoing*

*Quantified Objective: NA*

**Program 4-A2 Continue to implement Chapter 17.42 of the Zoning Code (Reasonable Accommodation) to expedite retrofit efforts to comply with the Americans with Disabilities Act (ADA), require ADA compliance in all new development that is subject to ADA, and provide flexibility in the development of housing for persons with disabilities.**

*Since this program was implemented in June 2003, a number of applications have been approved to add elevators and wheelchair ramps, and to make other modifications to facilitate disabled access to homes and institutions. Additionally, Central County Fire, representing the Town of Hillsborough, has adopted a program for proactive fall reduction measures including support for housing retrofits.*

*Responsibility: Building and Planning Department, City Council*  
*Time Frame: Ongoing*  
*Quantified Objective: NA*

**Program 4-A3 Reach out to local service providers of special needs groups to assist in the identification and analysis of constraints to the provision of housing for persons with disabilities.**

*The intent is to identify unmet needs and—to the degree possible—overcome any constraints, including lack of capacity and available resources. Section 17.42 of the Town's Municipal Code allows for exceptions to development standards based on the provision of reasonable accommodation to those with special needs. Additionally, through 21 Elements, the Town continues to work with special needs organizations to identify and resolve constraints to providing housing for persons with disabilities.*

*Responsibility: Building and Planning Department, City Council*  
*Time Frame: Ongoing*  
*Quantified Objective: NA*

## **GENERAL PLAN IMPLEMENTATION PLAN**

<b>Land Use Element</b>	<b>Responsibility</b>	<b>Timeframe</b>
Action LU 1.1 The ADRB will apply the Hillsborough Residential Design Guidelines when reviewing new construction and significant remodeling.	ADRB, Building and Planning Department	Ongoing
Action LU 1.2 The Town will enforce its Residential Landscaping requirements to maintain the attractive visual character of Hillsborough, as well as to promote water conservation.	ADRB, Building and Planning Department	Ongoing Additionally, in 2016 the Town adopted an updated water efficient landscape Ordinance.
Action LU 1.3 The Town will enforce its Nuisance Ordinance, which allows for the clean-up of overgrown properties that pose a safety hazard or create a visual nuisance inconsistent with the character of Hillsborough	Code Enforcement	Ongoing
Action LU 2.1 The Town will enforce the Construction Management Ordinance to ensure the timely completion of construction projects.	Building and Planning Department	Ongoing
Action LU 2.2 The Town will explore methods to clarify for the public the Town's various development review and construction processes.	Planning & Building Department	Ongoing: The Town's Building and Planning Department hosted a Design, Permitting and Construction Forum for residents and design professionals in 2016.
Action LU 3.1 The Town will provide for public review and involvement prior to approval of any proposed change to the conditions of a private school permit.	Building and Planning Department	Ongoing
Action LU 3.2 The Town will provide notice to the HCSD when a private school proposes new development or a change to operations so that the District may comment on the proposal.	Building and Planning Department	Ongoing
Action LU 4.1 The Town will continue to utilize its budget planning process to ensure that Town-provided services are maintained at a level that meets the community's needs.	Building and Planning Department	Ongoing
Action LU 4.2 The Town, in cooperation	Finance	Ongoing

with the HCSD and San Mateo Union High School District, will continue to collect in-lieu fees, as allowed by State law, from new development for the construction of school facilities.	Department	
Action LU 4.3 The Town will support the HCSD in the preparation and implementation of its Facilities Master Plan.	Building and Planning Department	Ongoing
Action LU 4.4 The Public Works Department will continue to monitor water and sewer distribution and collection lines to determine those needing repair and provide needed repair, as feasible.	City Council, Public Works/Engineering Department	Ongoing
Action LU 4.5 The Town will continue to implement the Recycling of Construction and Demolition Ordinance to minimize the amount of construction debris disposed of in the landfill.	Public Works Director/Building & Planning Department	Ongoing
Action LU 4.6 The Town will continue to contract for the collection of household recycling from each home on a regular basis. When renewing or amending the contract, consideration will be given to the need to meet the State's 50% diversion requirements for solid waste, the ease of pick-up, hours of collection, visual design of recycling containers, location where containers are collected for pick-up and overall cost for recycling collection.	Public Works Director	Ongoing
Action LU 4.7 For Town contracted services, the Town will utilize the contract negotiation process to ensure that the specific needs of the community for various services, such as telecommunications, library and refuse collection, will be met by the selected service provided.	Department Heads	Ongoing
<b>Circulation Element</b>		
Action C 1.1 The Public Works Department will continue to utilize the Pavement Management System to plan for the on-going maintenance of the Town's roadways.	Public Works/Engineering	Ongoing
Action C 1.2 The Police Department will	Police, Public	Ongoing

monitor accident reports and complaints to identify locations that are at high risk for accidents. They will work with the Public Works Department to identify and implement appropriate improvements to reduce the incident of accidents.	Works/Engineering	
Action C 2.1 The Town will work with SM County, the SFPUC and Caltrans to implement feasible improvements at the intersection of Black Mountain Road/Hayne Road/Skyline Blvd. to improve traffic flow or limit the amount of regional cut-through traffic traveling into the Town. Such improvements might include adding a separate eastbound left-turn lane and a separate shared through/right-turn lane. The Town may consider adoption of traffic impact fees to fund the Town's share of improvements.	Police, Public Works/Engineering	Improvements at the intersection of Black Mountain Road/Hayne Road/Skyline Blvd. to improve traffic flow or limit the amount of regional cut-through traffic traveling into the Town are complete.
Action C 2.2 The Town will work with HCSD through the District's Facility Master Plan process to identify roadway improvements for site access and on-site circulation at the schools, as well as explore and implement traffic control programs to reduce congestion in the area around the public schools. The Town will also work with the District to identify and implement short-term measures, such as providing additional police presence, to address traffic congestion until long-term improvements are made.	Police, Public Works/Engineering	Ongoing
Action C 2.3 The Town will work with the School District and local private schools to develop a network for parents to facilitate organizing carpools as well as encouraging safe walking and biking.	Police	Ongoing
Action C 2.4 The Town will identify minimum Levels of Service for intersections and roadways shared with adjacent communities and pursue agreements with adjacent communities to maintain those intersections at the agreed upon Level of Service.	Police, Public Works/Engineering	Ongoing

Action C 2.5 While accepting a lower Level of Service where appropriate, the Town will monitor every 5 years via traffic counts roadway segments or intersections that are operating at LOS D or lower. The Town will explore feasible mitigation measures to reduce congestion at these locations.	Public Works/Engineering	2010 complete.
Action C 3.1 The Town will review all construction plans for conformance with Municipal Code parking requirements.	Building & Planning Department	Ongoing
Action C 3.2 The Town will update the parking strip requirement.	Public Works/Engineering	2008/2010
Action C 4.1 The Town will coordinate with the School District and other entities to develop "Suggested Routes to School Plans" for all public and private schools in the Town. Plans shall identify all pedestrian and bicycle facilities, and traffic control devices for residents to determine the most appropriate travel routes. The plans shall also identify existing easements for potential use for off-street pedestrian pathways.	Police	Ongoing
Action C 5.1 The Town will pursue the creation of an off-street bicycle trail along Crystal Springs Road, consistent with the County's Trail Plan and Bicycle Route Plan. In this effort, the Town will work with current property owners, including the SFPUC, to incorporate the trail into future development along the route. The Town will recommend that the County of San Mateo research, identify and compete for available funding to assist with the completion of the trail. Hillsborough will also request that the County and C/CAG study feasible alignments that would avoid negatively impacting sensitive biological resources located along San Mateo Creek.	Building and Planning Department/Public Works/Engineering	With development proposals along Crystal Springs Road

Action C 5.2 The Town will develop a community awareness program to encourage local use of safer bicycle routes, including referring residents to the C/CAG Bicycle and Pedestrian Advisory Committee's bicycle route map. The Town will include bicycle and pedestrian safety and enforcement when developing community awareness programs.	Police	Ongoing
<b>Open Space and Conservation Element</b>		
Action OSC 1.1 The Town will continue to cooperate with the HCSD through their Joint Powers Agreement to maintain the Hillsborough Recreation Department.	City Council, City Manager	Ongoing
Action OSC 1.2 The Town will adopt an ordinance in compliance with the Quimby Act to require new development to provide land dedication and/or in-lieu fees in the amount equal to 3 acres of parkland per 1,000 new residents.	Building and Planning Department	2006
Action OSC 3.1 The Town will evaluate the Tree Removal Ordinance to recognize the need to allow for a system of gradual replacement of important trees as they age to ensure that there is a mixture of healthy trees in the community and that there is not a period during which all of the trees die of old age at the same time.	Building and Planning Department	2009
Action OSC 3.2 The Public Works Department will be responsible for maintaining the health of trees on public property as necessary. Trees on private properties should be maintained by property owners.	Public Works/Code Enforcement	Under Review
Action OSC 3.3 The Town will continue to direct residents to the procedures in the Voluntary Resolution of Disputes Regarding Trees and Views Ordinance to allow neighbors to come to agreement on a balance between the desire for larger trees and preservation of views.	City Manager, Code Enforcement	Ongoing

Action OSC 3.4 The Town will provide information to residents on how to reduce the impact of deer on private property, such as planting vegetation that deer generally dislike and fencing. Residents will be reminded that it is illegal to feed deer and that it poses a risk.	Newsletter/Building & Planning Department	As applicable and through landscape plan review.
Action OSC 4.1 The Town will adopt and implement a Creek Protection Ordinance to ensure that new development does not have a negative impact on creeks and streams.	Public Works/Engineering	CEQA currently being used.
Action OSC 4.2 The Town will continue to participate in the San Mateo Stormwater Pollution Prevention Program	Public Works/Engineering, Building and Planning Department	Ongoing
Action OSC 4.3 The Town will encourage property owners to incorporate water conservation techniques into their landscaping to reduce water usage.	City Council, Public Works, Building and Planning Department, Newsletter	Ongoing: Additionally, in 2016 the Town adopted an updated water efficient landscape Ordinance
Action OSC 5.1 The Town will continue to enforce the Historic Preservation Ordinance.	Building and Planning Department	Ongoing
Action OSC 5.2 The Town will require projects subject to CEQA to analyze impacts to cultural resources per state law.	Building and Planning Department	Ongoing
Action OSC 5.3 The Town will require construction projects to stop if archaeological or paleontological resources are uncovered during grading or other on-site excavation activities.	Building and Planning Department	Ongoing
<b>Public Safety Element</b>		
Action PS 1.1 The Central County Fire Department will review plans for all new buildings and major additions and make recommendations for modifications to reduce fire hazard.	Fire	Ongoing

Action PS 1.2 When property owners are not correctly maintaining their property, the Town will implement fire control maintenance measures as needed, provide necessary fire prevention improvements on properties that pose a public safety threat, and pass the costs on to the owners.	Fire	Ongoing
Action PS 1.3 The Town will work with the Central County Fire Department to review and update, if necessary, the Town's and Department's regulations and approach regarding fire protection to ensure adequate fire protection.	Fire	Ongoing
Action PS 1.4 The Town will continue to work with the Central County Fire Department to ensure that regional approaches to fire protection and suppression are implemented in Hillsborough.	Fire	Ongoing
Action PS 2.2 The Town will continue to implement its Hillside Lot Size Ordinance.	Public Works/Engineering	Ongoing
Action PS 2.2 The Town will continue to require construction plans for all new houses to be reviewed by a registered professional engineer.	Building and Planning Department	Ongoing
Action PS 3.1 The Town will review all new building plans & substantial renovations for compliance with the UBC and any additional state or federal seismic safety regulations prior to permit approval.	Building and Planning Department	Ongoing. The Town currently utilizes the California Building Standards Code (CBSC) or International Building Code (IBC).
Action PS 3.2 The Town will distribute information to residents on emergency procedures in case of an earthquake.	Fire	Ongoing.
Action PS 4.1 The Town will continue to participate in the National Flood Insurance Program.	Building and Planning Department	Ongoing

Action PS 4.2 The Town will continue to enforce existing ordinances for floodplain regulations, drainage requirements and development standards.	Building and Planning, Public Works and Engineering Departments	Ongoing
Action PS 5.1 The Police Department will continue to provide information on crime prevention and community outreach.	Police	Ongoing
Action PS 5.2 The Town will continue to support the Bay Area Air Quality Management District in monitoring air pollutants.	City Council, City Manager	Ongoing
Action PS 5.3 The Town will continue to promote energy conservation by the public and private sectors.	City Council, City Manager, Building and Planning, Public Works Departments; Newsletter	Ongoing In 2010 the Town adopted a Climate Action Plan through a Citizens Advisory Committee. Additionally, in 2016 the Town joined the Peninsula Clean Energy (PCE) joint powers authority.
Action PS 5.4 The Town will work with the County to offer a periodic drop-off program for household hazardous waste and distribute information on alternative non-toxic landscaping treatments, especially to the Country Club and schools.	Public Works/Recycling Specialist	Ongoing
Action PS 6.1 The Town will develop a local emergency preparedness plan that identifies a city chain of command, outlines an action checklist and coordinates with the SM County Emergency Operations Plan.	Fire	Update to the Emergency Operations Plan in conjunction with the City of Burlingame was last adopted in 2008 and an update is expected to commence in 2017.
Action PS 6.2 The Town will provide community awareness and education programs for citizens describing procedures and evacuation routes to be followed in the event of a disaster.	Fire/Police	Ongoing
Action PS 6.3 The Town will conduct	Fire	Ongoing: Drills are

periodic drills using emergency response systems to test the effectiveness of the Town's procedures.		coordinated and performed jointly with the City of Burlingame to staff a FEMA approved single Emergency Operations Center.
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Noise Element		
Action N 1.1 The Town will continue to advocate that noise abatement measures are taken by Caltrans for Caltrans roadways affecting the Town, whenever feasible.	Public Works/Engineering	When applicable
Action N 1.2 The Town will continue to enforce the Noise Ordinance, Response to Unruly Gatherings Ordinance and Toy Ordinance.	Police	Ongoing
Action N 1.3 The Police Department will continue to enforce the California Vehicle Code pertaining to noise standards for cars, trucks, and motorcycles.	Police	Ongoing
Action N 2.1 The Town will continue to participate on the Airport/Community Roundtable and coordinate with the SFO Airport Land Use Commission and SFO's Aircraft Noise Abatement Office.	City Council, City Manager	Ongoing
Action N 2.2 The Town will cooperate with the Comprehensive Airport Land Use Plans' requirements for review of proposed land use policy actions within land influenced by airports.	Building and Planning Department	When applicable